
BCIU STUDENT ARTWORK SHOWCASE

- ◆ Mrs. Julie Bunnick, Lead Creative Specialist, Office of the Executive Director
 - ◆ Mrs. Amelia Krotee, Marketing Communications Specialist, Office of the Executive Director
 - ◆ Mr. Zach Brown, Digital Marketing Specialist, Office of the Executive Director
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COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

◆ **BCIU BOARD MEMBER RECOGNITION**

— JANUARY 2021 – SCHOOL DIRECTOR RECOGNITION MONTH

◆ **EMPLOYEE OF THE MONTH FOR JANUARY 2021**

— Mrs. Renee Vragazis, Head Start Teacher, Office of Early Childhood and Student Services

◆ **RETIREE**

— Mr. Gary Schumacher, Transportation Program Administrator, Office of Business Services / Operations

II. HEAD START PROGRAM GOVERNANCE BOARD TRAINING

— Dr. Michelle Reichard-Huff, Director, Office of Early Childhood and Student Services

A. Training Video

B. Head Start Program Highlights | 2020-2021

III. EXECUTIVE SESSION

IV. EXECUTIVE DIRECTOR’S REPORT

A. Executive Director Update

1. Newslink
2. Legislative Update
3. Mid-Year State of the Unit
4. BCIU COVID-19 Updates
5. PA State Mandates Document and Checklist
6. Mandated Services Budget
7. Other Items

B. Agenda Review

REGULAR MEETING

01. CALL TO ORDER

- A. Pledge to the Flag and Roll Call
- B. Announcements
 - 1. Executive Session
 - 2. Agenda Update
 - 3. Persons Desiring to be Heard

02. APPROVAL OF MINUTES

- A. Meeting of November 19, 2020

03. APPROVAL/RATIFICATION OF BCIU GENERAL FUND BILLS (Detailed list of bills are available.)

SOURCE		PAGE	AMOUNT
November	2020 Ratification - IU	1-09	\$883,461.52
November	2020 Ratifications - PSDLAF	1-01	\$20,240.83
December	2020 Ratification - IU	1-24	\$3,795,656.45
December	2020 Ratifications - PSDLAF	1-01	\$22,539.05
January	2021 Ratifications - IU	1-06	\$816,861.79
January	2021 Approvals - IU	1-05	\$1,036,864.72
TOTAL			\$6,575,624.36

04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$10,000,000:

Amount Outstanding
January 15, 2021
\$0

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF JANUARY 15, 2021:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$704,213.03	\$570,466.40	\$1,206,399.50	\$23,095.99	\$30,374.71
Commonwealth of PA	\$5,757,987.32	\$82,294.01	\$0.00	\$25,953.44	\$0.00
Other Revenue Sources	\$262,159.11	\$36,334.37	\$3,729.12	\$35.00	\$9,707.95
TOTALS	\$6,724,359.46	\$689,094.78	\$1,210,128.62	\$49,084.43	\$40,082.66
GRAND TOTAL	\$8,712,749.95				

06. APPROVAL/RATIFICATION OF HEAD START:

- Notice of Award 2020 Budget Revision
- Head Start 2021 NOA Partial Award
- Carry-Over Request Narrative for CARES Funding
- Financial Statements (November and December 2020)
- Credit Card Purchases (November and December 2020)
- Non-Federal Share Report (November and December 2020)
- Policy Council Minutes/Resolutions (November and December 2020)
- Head Start Director’s Reports

07. COMBINED FINANCIAL REPORT

CASH - NOVEMBER 2020

BEGINNING BALANCE NOVEMBER 1, 2020		\$6,682,343.02
RECEIPTS		
REVENUE RECEIPTS	\$8,132,556.22	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$8,132,556.22</u>
		\$14,814,899.24
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$642,669.59	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$797,354.76	
POST BOARD RATIFICATIONS PSDLAF	\$20,240.83	
POST BOARD RATIFICATIONS IU	<u>\$883,461.52</u>	
TOTAL CHECKS WRITTEN	\$2,343,726.70	
CHECKS VOIDED	(\$62,897.20)	
PAYROLL DISTRIBUTIONS	<u>\$4,940,315.26</u>	<u>\$7,221,144.76</u>
ENDING BALANCE -NOVEMBER 30, 2020		\$7,593,754.48
CASH AVAILABLE-NOVEMBER 30,2020		\$7,593,754.48

CASH - DECEMBER 2020

BEGINNING BALANCE DECEMBER 1, 2020		\$7,593,754.48
RECEIPTS		
REVENUE RECEIPTS	\$9,379,562.77	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$9,379,562.77</u>
		\$16,973,317.25
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$0.00	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$22,539.05	
POST BOARD RATIFICATIONS IU	<u>\$3,795,656.45</u>	
TOTAL CHECKS WRITTEN	\$3,818,195.50	
CHECKS VOIDED	(\$876.61)	
PAYROLL DISTRIBUTIONS	<u>\$7,039,848.89</u>	<u>\$10,857,167.78</u>
ENDING BALANCE -DECEMBER 31, 2020		\$6,116,149.47
CASH AVAILABLE-DECEMBER 31,2020		\$6,116,149.47

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

November 2020		December 2020	
Tompkins VIST	\$1,643.58	Tompkins VIST	\$723.20
PNC	\$1.12	PNC	\$1.12

09. COMMUNICATIONS

Brian Specht, *Secretary*
No Items to Consider

10. OLD BUSINESS

No Items to Consider

11. REPORT OF NEGOTIATIONS COMMITTEE

Elizabeth S. Huhn, *Chair*

12. BUDGETS

A. New and Proposed Budgets

No Items to Consider

B. Initial Budgets

1. Berks County Intermediate Unit General Fund – Program 115

Office of Business Services

7/1/21 – 6/30/22

\$11,485,536

This budget is the general operating budget for the Berks County Intermediate Unit (BCIU). The BCIU provides mandated services for the school districts of Berks County, along with providing support services for all the programs at the Intermediate Unit.

2. Head Start – Program 21-165

Office of Early Childhood and Student Services

1/1/21 – 12/31/21

\$7,703,020

Funded primarily by federal dollars through the Department of Health and Human Services, Administration for Children and Families, with additional monies from the Child and Adult Care Food Program, this program provides education services to approximately 610 children in 18 school districts (since 1965).

3. Head Start Training and Technical Assistance – Program 21-175

Office of Early Childhood and Student Services

1/1/21 – 12/31/21

\$58,512

Funded by federal dollars through the Department of Health and Human Services, Administration for Children and Families, the Head Start Training and Technical Assistance Program supports the professional development needs of Head Start staff, which may include the cost of trainings, supplies associated with training, costs to attend conferences, and coaching needs. Program funds may also be used to support the professional development and training needs of parents whose children are enrolled in the Head Start program (since 1985).

4. Alternative Education Program - GED Preparation – Program 21-308

Office of Early Childhood and Student Services

1/1/21 – 12/31/21

\$149,465

The GED Preparation program and support classes are designed to provide an educationally conducive instructional environment for adults on behalf of the Berks County Jail System. The GED Preparation class, Adult Basic Education class, and English Language Support class are designed so that inmates age 18 or older, or those age 16-17 that have officially withdrawn from secondary education, are able to continue their educational progress while incarcerated with the goal of obtaining their GED or high school diploma equivalency. There is close staff collaboration with the officials at the Berks County Jail System for supports and services. This program is funded by the Berks County Jail System (since 2018).

5. PA Career Readiness State Training Plan – Program 272

Office of Professional Development and Curriculum

7/1/20 – 6/30/21

\$95,050

The BCIU, through an agreement with the Allegheny Intermediate Unit (AIU3), will serve as the liaison for Career Ready Region 10 for the PA Career Readiness State Training Plan. Region 10 includes Berks County IU (14), Bucks County IU (22), Chester County IU (24), Delaware County IU (25), Montgomery County IU (23), and Philadelphia IU (26). BCIU under this agreement is charged with facilitating LEA trainings designed by State Training Plan Partners, providing Teacher in the Workplace training, and supporting schools in strategies, action planning, and technical assistance as it relates to career readiness (since 2020).

C. Changes to Initial Budgets

1. Education of Homeless Children and Youth – Program 18-150

Office of Early Childhood and Student Services

7/1/18 – 9/30/19

\$160,846

Total Proposed Revised Budget: \$643,488

BCIU serves as the Region II coordinator for the administration of the federally funded homeless education program. In addition to Berks County, BCIU provides direct service to Schuylkill, Lebanon, and Lancaster counties. BCIU flows thru funding to Chester and Dauphin Counties, and Lancaster School District and is responsible for the oversight and supervision of the other county providers. The grant is for a three-year period (since 1993). These changes are necessary to make year-end adjustments.

2. Auxiliary Services to Nonpublic Schools (ACT 89) – Program 189

Office of Professional Development and Curriculum

7/1/20 – 6/30/21

\$99,190

Total Proposed Revised Budget: \$2,645,957

Funded by the state, the Act 89 program provides support to approximately 5,500 students in nonpublic schools. Act 89 staff includes 11 remedial teachers who provide reading and mathematics and 3 psychologists (since 1974). These changes are necessary due to an increase in funding.

D. Budgetary Transfers

No Items to Consider

13. PERSONNEL MATTERS

—ROB ROSENBERRY, DIRECTOR

A. General

1. To authorize the appropriate officers to execute a collective bargaining agreement with the Berks County Intermediate Unit Education Association (BCIUEA), for the period July 1, 2021, to June 30, 2024, subject to review by the solicitor and the administration.
2. To award professional contracts to the following employees who have completed three years of satisfactory service as noted below:
 - a. Gina M. Mocci, Teacher, Pre-K Counts, effective December 4, 2020
 - b. Dr. Stacy A. Shober, Psychologist, Special Education, effective January 2, 2021
 - c. Misty H. Stoltzfus, Remedial Teacher, Act 89, effective January 2, 2021
3. To ratify the unpaid internships as noted below:
 - a. Virginia Cacciatore, Kutztown University graduate student majoring in School Counseling, under the supervision of Edward Yeager, Guidance Counselor, effective January 19, 2021, through May 8, 2021
 - b. Gabrielle Cox, Wilson High School student interested in working with the hearing impaired, under the supervision of Rachel Wheeler, Specialized Preschool Teacher – Itinerant, effective December 3, 2020, through May 15, 2021
 - c. Rachel Sandritter, Kutztown University graduate student majoring in School Counseling, under the supervision of Andrew Johnson, Guidance Counselor, effective January 11, 2021, through May 8, 2021
 - d. Teresa Zavala-Olivares, Pennsylvania State University undergraduate student majoring in Rehabilitation and Human Services, under the supervision of Edward Yeager, Guidance Counselor, effective January 18, 2021, through April 30, 2021
4. To approve the unpaid internships as noted below:
 - a. Geovanni Charles, Kutztown University graduate student majoring in School Counseling, under the supervision of Andrew Johnson, Guidance Counselor, effective January 26, 2021, through May 8, 2021
 - b. Kellyn DeFusco, Kutztown University graduate student majoring in School Counseling, under the supervision of Edward Yeager, Guidance Counselor, effective January 26, 2021, through May 8, 2021
 - c. Jenna Martorana, Kutztown University graduate student majoring in School Counseling, under the supervision of Edward Yeager, Guidance Counselor, effective January 22, 2021, through May 7, 2021
 - d. Nathaniel Stevens, Millersville University graduate student majoring in School Counseling, under the supervision of Andrew Johnson, Guidance Counselor, effective January 25, 2021, through May 8, 2021
5. To ratify the unpaid Level 2 field experience of Dayana Torres Nieto, Chatham University graduate student majoring in Occupational Therapy, under the supervision of Theresa Soley, Occupational Therapist, effective January 4, 2021, through March 26, 2021.

6. To authorize the administration of the Berks County Intermediate Unit to implement a COVID-19 Leave Plan in accordance with the following terms and conditions:
 - a. Employees who are required to quarantine because of a workplace COVID-19 exposure will, if telework is not available, be eligible for paid administrative leave during the quarantine period.
 - This benefit is available January 1, 2021, through March 31, 2021, unless otherwise modified earlier.
 - Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid administrative leave based on their regular rate of pay, paid at 100%, up to \$511 daily and \$5,110 total from April 1, 2020, through March 31, 2021.
 - A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.
 - This benefit is not available for those employees who test positive for COVID-19 unless it can be determined that test result occurred because of a workplace exposure.
 - Wages paid under this plan are not creditable for PSERS.
 - Any federal or state relief plan enacted would supersede this plan.
 - The administration of the Berks County Intermediate Unit may discontinue the COVID-19 Leave Plan at any time, with or without notice.
 - b. Employees who cannot telework and require time off to care for a child whose school or place of care has closed or transitioned to a virtual (hybrid or total remote) instruction model may take approved uncompensated leave.
 - Employees on approved uncompensated leave who are eligible to participate in BCIU's fringe benefit plans shall remain eligible.
 - The BCIU and the employee shall continue to make their respective contributions.
 - c. Employees who are required to quarantine because of a non-workplace COVID-19 exposure will, if telework is not available, be eligible to use accrued paid time off (e.g., sick days, personal days, or vacation).
 - d. Employees who are required to quarantine as a result of non-work-related travel out-of-state may not use sick leave during the quarantine.

7. To approve a \$300 referral bonus to employees who recommend employment candidates through March 31, 2021, ultimately hired by the Berks County Intermediate Unit to serve as school bus drivers, school bus driver trainees, van drivers and/or bus/van assistants on or after January 25, 2021, and who remain employed in said assignment(s).
 - a. \$50 to be paid after the first thirty (30) days of work.
 - b. \$100 to be paid after the first sixty (60) days of work.
 - c. \$150 to be paid after the first ninety (90) days of work.
 - d. Applicant must list employee on their application for employment.
 - e. Only one employee may be listed for the referral.
 - f. Employees can refer former BCIU employees who left the organization in good standing before March 13, 2020. Employees can refer more than one individual and will receive a referral bonus for each new applicant who is hired and meets the criteria.
 - g. Employees can refer more than one individual and will receive a referral bonus for each new applicant who is hired and meets the criteria.

8. To approve a \$200 bonus for transportation employees working four (4) or more days per week who achieve perfect attendance from February 1, 2021, through the end of the 2020-2021 school year.
 - a. Perfect attendance shall not be impacted by bereavement leave as defined by the Transportation Employee Handbook, jury duty, mandated court appearances (subpoena must be provided), and any absence that can be proved to be related to COVID-19 but will be impacted by a personal day and authorized unpaid sick leave.
 - b. All other absences, even if approved by the Administration, will nullify perfect attendance.
 - c. Employees, with the exception of substitutes, and hired for less than four (4) days per week will be eligible for a pro-rata share of the perfect attendance bonus.
 - d. Employees, with the exception of substitutes, working one route/run per day for four (4) or more days per week will be eligible for a pro-rata share of the perfect attendance bonus.
 - e. Perfect attendance bonus will be prorated if an employee returns to service after February 1, 2021.
 - f. This \$200 bonus is in addition to the already existing approved perfect attendance bonus.

9. To approve a \$1,500 recruitment bonus for applicants who meet the following requirements:
 - a. Individual must have current Pennsylvania Commercial Driver's License (CDL) and proper endorsements as a school bus driver.
 - b. Individual must begin employment on or after January 25, 2021.
 - c. Individual must be hired for a regular assignment – not as a substitute.
 - d. Individual must be available for at least two assignments – must work at least morning and afternoon, but can also work noontime.

Successful applicants would receive the incentives as follows:

- a. Individual would receive \$300 after the first thirty (30) days of work.
- b. Individual would receive \$300 after the first sixty (60) days of work.
- c. Individual would receive \$300 after the first ninety (90) days of work.
Individual would receive \$600 on the pay date following his/her one (1) year employment anniversary so long as the individual remains in a regular assignment.

B. Employment – Ratifications

1. Business Services/Operations Office
 - a. Andrea J. Andrzejewski – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$14.35, \$12.15, and \$11.08
Effective Date – November 16, 2020
Replacement

 - b. Daniel Encarnacion – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$17.10, \$14.35, \$12.15, and \$11.08
Effective Date – November 16, 2020
Replacement

 - c. David S. Geist – Level II Custodian, Custodial
Recommended Hourly Rate – \$13.16
Effective Date – January 4, 2021
Additional Position

- d. Bria L. Shawell – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$12.15 and \$11.08
Effective Date – November 16, 2020
Replacement

- 2. Early Childhood & Student Services Office
 - a. Gleidy M. Bachiller Duran – Paraeducator, Head Start
Recommended Hourly Rate – Level II, Probationary, \$12.67
Effective Date – December 14, 2020
Replacement

 - b. Aaryn C. Brasher – Teacher, Head Start
Recommended Hourly Rate – Level VII, Probationary, \$20.51
Effective Date – January 4, 2021
Replacement

 - c. Julia DeVos – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$12.70
Effective Date – December 14, 2020
Replacement

 - d. Daryll L. Ellison – Family Engagement Worker, Head Start
Recommended Hourly Rate – Level IV, Probationary, \$21.07
Effective Date – January 4, 2021
Replacement

 - e. Susan M. Garman – Teacher, Pre-K Counts
Recommended Annual Salary – Column 1, Step 1, \$35,000 (to be prorated)
Effective Date – December 7, 2020
Replacement

 - f. Brendan M. Hickey – School Psychologist, Special Education
Recommended Annual Salary – Column 8, Step 9, \$69,911 (to be prorated)
Effective Date – December 7, 2020
Additional Position

 - g. Ana Popovici – Paraeducator, Early Intervention
Recommended Hourly Rate – \$12.70
Effective Date – December 14, 2020
Replacement

 - h. Jennipher N. Ralson – Teacher, Head Start
Recommended Hourly Rate – Level III, Probationary, \$19.96
Effective Date – November 23, 2020
Replacement

 - i. Alison K. Zeller – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Probationary, \$12.11
Effective Date – December 14, 2020
Replacement

3. Professional Development and Curriculum Office
 - a. Stephanie N. Katsifis – Data Verification Associate, The Pennsylvania Key
Recommended Annual Salary – \$45,720 (to be prorated)
Effective Date – January 4, 2021
Additional Position
 - b. William M. Yerger – Continuing Professional Education (CPE) Instructor
Recommended Rate – \$750 per credit
Effective Date – January 4, 2021
Additional Position

C. Change of Status – Ratifications

1. Business Services/Operations Office
 - a. Leonard Aska – Substitute Driver w/ Bus License, Transportation
Effective Date – January 4, 2021
Removal of Assignment
 - b. Melissa Cancel
Change from Part-time School Bus Driver Trainee to
Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change in Recommended Hourly Rate from \$12.20 to \$14.35, \$12.15, and \$11.08
Effective Date – December 3, 2020
Replacement
 - c. Bethzaida Cheek – Dispatcher, Transportation
Recommended Hourly Rate – \$15.84
Effective Date – December 1, 2020
Additional Assignment
 - d. Catherine Cintron-Valentin
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to
Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – September 1, 2020
Voluntary Reassignment
 - e. Jessenia Diaz
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to
Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – January 4, 2021
Voluntary Reassignment
 - f. Juan Dorta – Part-time Driver w/o Bus License, Transportation
Effective Date – February 12, 2020
Removal of Assignment

- g. Timothy Koch
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – November 16, 2020
Voluntary Reassignment
- h. Thomas Petro
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – September 1, 2020
Voluntary Reassignment
- i. Mildry Santana
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – September 1, 2020
Voluntary Reassignment
- j. Eliezer Velazquez
Change from Part-time School Bus Driver Trainee to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change in Recommended Hourly Rate from \$12.20 to \$14.35, \$12.15, and \$11.08
Effective Date – December 7, 2020
Replacement
- k. Liza Velazquez-Velazquez
Change from Part-time Bus/Van Assistant and Misc. Transportation to Substitute Bus/Van Assistant and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – November 2, 2020
Voluntary Reassignment
- l. Lori Williams
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – September 1, 2020
Voluntary Reassignment
- m. Andrea Wolf
Change from Dispatcher, Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Change in Recommended Hourly Rate from \$15.84 to \$17.10, \$14.35, \$12.15, and \$11.08
Effective Date – December 7, 2020
Voluntary Reassignment

2. Early Childhood & Student Services Office
 - a. Merline Aristilde
Change from Substitute Paraeducator, Pre-K Counts to Paraeducator, Pre-K Counts
Change Recommended Hourly Rate from \$10.00 to \$12.70
Effective Date – January 4, 2021
Replacement
 - b. Merline Aristilde – Substitute Paraeducator, Child Care, Substitute Paraeducator, Early Intervention, and Substitute Paraeducator, Head Start
Change Recommended Hourly Rates from \$10.00, \$10.05, and \$10.00 to \$12.70, \$12.70, and \$13.21
Effective Date – January 4, 2021
Salary Adjustment per Substitute Wage Rates
 - c. Mariangelin Cruz – Paraeducator, Head Start
Change Recommended Hourly Rate from Level II, Probationary, \$12.67 to Level II, Entry, \$13.21
Effective Date – December 8, 2020
Completed Probationary Period
 - d. Susana Gutierrez – Family Engagement Worker, Head Start
Change Recommended Hourly Rate from Level V, Probationary, \$19.96 to Level V, Entry, \$20.51
Effective Date – December 21, 2020
Completed Probationary Period
 - e. Kimberly Keim
Change from Substitute Paraeducator, Early Intervention to Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Hourly Rate from \$15.90 to Annual Salary, Column 3, Step 1, \$48,293 (to be prorated)
Effective Date – November 16, 2020
Replacement
 - f. Melanie Marceno – Teacher, Head Start
Change Recommended Hourly Rate from Level III, Probationary, \$19.96 to Level III, Entry, \$20.51
Effective Date – November 9, 2020
Completed Probationary Period
 - g. Cynthia Mersinger – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$12.67 to Level II, Entry, \$13.21
Effective Date – December 10, 2020
Obtained CDA
 - h. Ana Moya-Perez – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$12.11 to Level I, Entry, \$12.67
Effective Date – November 9, 2020
Completed Probationary Period

- i. Riley Owen – Teacher, Head Start
Change Recommended Hourly Rate from Level III, Probationary, \$19.96 to Level III, Entry, \$20.51
Effective Date – December 8, 2020
Completed Probationary Period
- j. Nicole Reeser-Mazur
Change from Child Care Supervisor, Child Care to Early Head Start / Child Care Partnership
Supervisor, Head Start
No Change in Recommended Annual Salary
Effective Date – December 7, 2020
New Position
- k. Deborah Schneck – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$12.11 to Level I, Entry, \$12.67
Effective Date – December 21, 2020
Completed Probationary Period
- l. Marisa Solis – Speech Therapist, Early Intervention
Recommended Hourly Rate – \$52.75
Effective Date – November 24, 2020 – June 30, 2021
Additional Hours (as assigned)
- m. Lashae Stitt – Teacher, Pre-K Counts
Recommended Hourly Rate – \$34.65
Effective Date – October 27, 2020
Additional Hours (not to exceed 4.5 hours)
- n. Madison VanPelt – Disabilities / Transition Specialist, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$23.22 to Level I, Entry, \$23.77
Effective Date – November 16, 2020
Completed Probationary Period
- o. Beth Weckel – Mental Health Specialist, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$23.22 to Level I, Entry, \$23.77
Effective Date – November 16, 2020
Completed Probationary Period
- p. Andrea Zabrecchi – Mental Health Specialist, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$23.22 to Level I, Entry, \$23.77
Effective Date – December 8, 2020
Completed Probationary Period

D. Additions to 2020-2021 Approved Substitute Lists – Ratifications

Alternative Education

Tara Leshar, Teacher – Effective February 15, 2021

Ana Popovici, Specialist – Effective December 14, 2020

Early Intervention

Tara Leshar, Teacher – Effective February 15, 2021

Head Start

Tara Leshar, Teacher – Effective February 15, 2021

Ana Popovici, Teacher – Effective December 14, 2020

Pre-K Counts

Ana Popovici, Paraeducator – Effective December 14, 2020

Special Education

Tara Leshar, Teacher – Effective February 15, 2021

Ana Popovici, Specialist – Effective December 14, 2020

E. Additions to Approved 2020-2021 Out-Of-Class Substitute Lists – Ratifications

Head Start

Gleidy Bachiller Duran – Effective December 14, 2020

Cynthia Mersinger – Effective December 10, 2020

F. Remove from 2020-2021 Approved Substitute Lists

Child Care

Kathy Garrett, Aide – Effective November 23, 2020

Kimberly Keim, Teacher – Effective November 16, 2020

Early Intervention

Kathy Garrett, Aide – Effective November 23, 2020

Head Start

Kathy Garrett, Paraeducator – Effective November 23, 2020

Kimberly Keim, Paraeducator – Effective November 16, 2020

Pre-K Counts

Kimberly Keim, Teacher – Effective November 16, 2020

Transportation

Beverly Scharf, Substitute Bus/Van Assistant and Misc. Transportation
Effective – December 30, 2020

Kristy Stoudt, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – December 22, 2020

G. Employment – Approvals

No Items to Consider

H. Change of Status – Approvals

1. Business Services/Operations Office
 - a. Kathryn Raifsnider – Assistant Program Administrator, Transportation
Change Recommended Annual Salary from \$64,589.46 to \$66,389.46 (to be prorated)
Effective Date – February 1, 2021
Reorganization

2. Early Childhood & Student Services Office
 - a. Tara Leshner
Change from Teacher, Pre-K Counts to Substitute Teacher, Pre-K Counts
Change Recommended Annual Salary from Column 2, Step 5, \$46,079 to Hourly Rate, \$15.15
Effective Date – February 15, 2021
Voluntary Reassignment

I. Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Randy Becker – Level III Custodian, Custodial
Effective Date – December 4, 2020
 - b. Leslie Rhodes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 9, 2020

2. Early Childhood & Student Services Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Yameiry Perez – Paraeducator, Head Start
Effective Date – November 24, 2020
 - b. Ashley Sierra – Paraeducator, Head Start
Effective Date – November 12, 2020

3. Professional Development & Curriculum Office
Personal Leave (unpaid – with benefits – not FMLA)
 - a. Shanta Austin – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key
Effective Date – November 19, 2020
 - b. Erika Burns – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key
Effective Date – January 5, 2021
Personal Leave (unpaid – without benefits – not FMLA)
 - c. Janay Gordon – Administrative Assistant, The Pennsylvania Key
Effective Date – January 5, 2021

J. Return from Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (paid – with benefits – FMLA)
 - a. Christopher Hess – Vehicle Maintenance Technician, Transportation
Effective Date – December 10, 2020
Personal Leave (paid – without benefits – FMLA)
 - b. Alicia Kachel – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 23, 2020
 - c. Nedelka Pina – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 4, 2021

- d. Jennifer Pineda – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 4, 2021
 - e. Masiel Ramirez de Gomez – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 1, 2020
Personal Leave (unpaid – without benefits – not FMLA)
 - f. Timothy Koch – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
Effective Date – October 16, 2020
2. Early Childhood & Student Services Office
Personal Leave (paid – with benefits – FMLA)
- a. David Kapoana – Supervisor, Alternative Education
Effective Date – January 4, 2021
 - b. Yameiry Perez – Paraeducator, Head Start
Effective Date – November 23, 2020
 - c. Ashley Sierra – Paraeducator, Head Start
Effective Date – November 11, 2020
 - d. Sarah Thompson – Specialized Preschool Teacher – Classroom, Early Intervention
Effective Date – January 4, 2021
Personal Leave (unpaid – with benefits – FMLA)
 - e. Lynne Rentschler – Paraeducator, Child Care
Effective Date – December 28, 2020
3. Professional Development & Curriculum Office
Personal Leave (unpaid – with benefits – not FMLA)
- a. Shanta Austin – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key
Effective Date – November 23, 2020

K. Retirements

- 1. Business Services/Operations Office
 - a. Stephanie L. Carter – Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 1, 2020
 - b. Scott L. Doughman – Vehicle Maintenance Technician, Transportation
Effective Date – November 16, 2020
 - c. Gary D. Stupp – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 20, 2020
- 2. Early Childhood & Student Services Office
 - a. Ann M. Kowalski – Assistant Program Administrator, Family Services, Head Start
Effective Date – July 29, 2021
- 3. Professional Development & Curriculum Office
 - a. Mary Ann Reardon – Level V Program Secretary
Effective Date – March 31, 2021

L. Resignations

1. Business Services/Operations Office
 - a. Lisa E. Kline – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 11, 2020
 - b. Jamie S. Quay – Level IV/V Clerk, Fiscal Services
Effective Date – January 4, 2021

2. Early Childhood & Student Services Office
 - a. Carolina D. Castaneda Escobar – Paraeducator, Head Start
Effective Date – January 18, 2021
 - b. Luis O. Huertas-Cirino – Security Specialist, Alternative Education
Effective Date – December 1, 2020
 - c. Paula L. Plummer – Special Education Itinerant Teacher, Special Education
Effective Date – December 11, 2020
 - d. Jennipher N. Ralston – Teacher, Head Start
Effective Date – December 16, 2020
 - e. Lisha L. Rowe – Nolde Aide
Effective Date – November 11, 2020

3. Human Resources Office
 - a. Nina Temchatin – Talent Acquisition Specialist
Effective Date – November 23, 2020

M. Terminations

1. Business Services/Operations Office
 - a. Albert M. Adams, Jr. – Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 22, 2021
Violation of Policy
 - b. Carissa Eisenhaur – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 22, 2021
Job Abandonment
 - c. Yasmina I. Francisco – Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 22, 2021
Violation of Policy
 - d. Lysette M. Hodges – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 22, 2021
Job Abandonment
 - e. Vanessa Michel – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 22, 2021
Job Abandonment
 - f. Jelisa Rhodes – Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 22, 2021
Violation of Policy

N. Other

No Items to Consider

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the County of Berks, for the BCIU to provide education services for the General Education Development (GED) Preparation Program for the Berks County Jail System (BCJS), for an amount not to exceed \$131,863 effective January 1, 2021, through December 31, 2021, unless terminated in accordance with the terms and conditions of the agreement.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Tuscarora Intermediate Unit, for the BCIU to provide training and technical assistance to support early intervention programs with a focus on inclusive practices, social emotional positive behavior, autism, or language and early literacy strategies, effective September 1, 2020, through June 30, 2021, in the amount of \$15,000.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Berks Community Action Program, Inc., for the BCIU to operate the Pre-K Counts Program for 137 eligible Pre-K children, three and four years of age, in full day programs, effective July 1, 2020, through June 30, 2021, with funding in the amount of \$1,130,250.
4. To ratify an agreement between the Berks County Head Start and Branden Jambeau, for Branden Jambeau to provide professional services related to mental health consultation, effective January 1, 2021, through May 31, 2021, for a fee of \$100 per hour.
5. To approve an agreement between the Berks County Intermediate Unit (BCIU) and John’s Driving School & Auto Tags, Inc., for the BCIU to assist students to obtain their PA Driver’s License and promote safe driving habits within the requirements of PA Transportation and the PA Department of Education, effective January 12, 2021, through June 30, 2023.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

1. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide ESSER/CARES Act support services to districts who are required to provide Equitable Participation Funds to nonpublic schools, effective March 13, 2020, through September 30, 2022.

School District	Total Services
Daniel Boone Area	9,210.51
Muhlenberg	19,517.00
Reading	506,050.56
Wilson	7,365.00

2. To ratify an amendment to the agreement between the Berks County Intermediate Unit (BCIU) and the Governor Mifflin School District for the BCIU to provide Elementary and Secondary School Emergency Relief (ESSER) Fund / Coronavirus Aid, Relief, and Economic Security (CARES) Act support services to districts who are required to provide Equitable Participation Funds to nonpublic schools, revising the total services amount to \$11,560.92.
3. To ratify amendment #2 of the current agreement between the Berks County Intermediate Unit (BCIU) and the American Institutes for Research (AIR), to modify the scope of services for AIR to provide professional services relative to providing technical assistance to support the science standards revision process on behalf of the Pennsylvania Department of Education and extend the term through June 30, 2021. This amendment provides for a funding increase of \$190,000 for a revised total of \$492,000.
4. To ratify a memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the National Workforce Registry Alliance, for the transfer and use of Pennsylvania Professional Development (PD) Registry data to produce a national picture of early childhood and afterschool workforce. The MOU is effective January 1, 2021 (The Pennsylvania Key).
5. To ratify a memorandum of understanding between the Berks County Intermediate Unit (BCIU), Office of Child Development and Early Learning (OCDEL), and the Public Health Management Corporation (PHMC), for the transfer and use of Pennsylvania Professional Development (PD) Registry data to support the city of Philadelphia PreK programs. The MOU is effective upon completion of all entity signatures (The Pennsylvania Key).
6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and K Gerlach Consulting, for K Gerlach Consulting to train 250 participants/professionals in Adult Mental Health First Aid for a fee not to exceed \$20,000 for the period of December 15, 2020, through April 2, 2021 (The Pennsylvania Key).
7. To ratify Amendment #1 between the Berks County Intermediate Unit and the following contractors, for the Early Head Start Child Care Partnership Program to modify its scope of services to provide additional funding toward health and safety and quality improvement, effective November 2, 2020. All other terms and conditions remain in force (The Pennsylvania Key):
 - Chester County Intermediate Unit d/b/a Chester County Head Start for a funding increase of \$201,107.30 for a revised total of \$2,440,817.30.
 - Child Development Centers, Inc. for a funding increase of \$27,252.35 for a revised total of \$649,394.56.
 - Huntingdon County Child and Adult Development Corp. for a funding increase of \$6,683.02 for a revised total of \$255,539.97.
 - Lancaster-Lebanon IU 13, for a funding increase of \$179,135.00 for a revised total of \$1,547,848.00.
 - Lawrence County Social Services, Inc., d/b/a Lawrence County Community Action Partnership, for a funding increase of \$41,971.35 for a revised total of \$664,112.97.
 - Pocono Services for Families and Children, for a funding increase of \$9,330.47 for a revised total of \$133,758.52.

8. To ratify Amendment #1 to the memorandum of understanding between the Berks County Intermediate Unit and the Berks County Head Start Program, for the Early Head Start Child Care Partnership Program for BCIU Head Start to modify its scope of services to provide additional funding toward health and safety and quality improvement, effective November 2, 2020. This amendment provides for a funding increase of \$8,721.88 for a revised total of \$506,435.19. All other terms and conditions remain in force (The Pennsylvania Key).
9. To ratify Amendment #9 to the current agreement between the Berks County Intermediate Unit and New World Now, LLC (NWN), for NWN to modify its scope of services to provide consultation to Public Health Management Corporation (PHMC) relative to base registry system implementation and configuration for Philadelphia. This amendment provides for a funding increase of \$128,845 for a revised total of \$2,048,729.50. All other terms and conditions remain in force (The Pennsylvania Key).
10. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Chapter of the American Academy of Pediatrics (PAAAP), for the PAAAP to modify its scope of services to support ECELS' coordination of Pediatric First Aid/CPR efforts across Pennsylvania. This amendment provides for a funding increase of \$30,000 for a revised total of \$184,000. All other terms and conditions remain in force (The Pennsylvania Key).

C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, CIO / DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and PenTeleData, for a cable modem connection at Transition House Birdsboro, 511 Chestnut Street., Birdsboro, PA 19508 at total cost of \$100.95 per month (\$1,211.40 for the year). The term of the contract is July 1, 2021, through June 30, 2022.
2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Comcast Business, for cable modem connections at 16 BCIU Berks County locations at a total cost of \$3,013.60 per month (\$36,163.20 for the year). The term of the agreement is July 1, 2021, through June 30, 2022.
3. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Windstream Enterprise, for building-to-building network connection at the Transportation Center, 61 Berkley Rd, at a cost of \$630 per month (\$7,560 for the year). Term of the contract is July 1, 2021, through June 30, 2024.
4. To authorize the appropriate officers to execute an agreement between Berks County Intermediate Unit (BCIU) and Strategic Link Consulting, Inc. for consulting services for the implementation of Microsoft System Center Configuration Manager. The project will commence after full agreement execution and is estimated at 138 hours at a cost of \$185/hour for a total projected cost of \$25,530.

D. BUSINESS SERVICES/OPERATIONS

—DONNA DELORETTA, CFO / COO

1. To request permission to solicit bids for Food Service Paper Products.
2. To approve a change in the mileage allowance rate from 57.5¢ per mile to 56¢ per mile to conform with Internal Revenue Service regulations, effective January 1, 2021.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Wilson School District, for the BCIU to provide transportation services for the 2020-2021 school year for one student to Camphill Special School, at \$113.73 per day, from September 8, 2020, through September 23, 2020, and then a reduced cost of \$94.78 per day, effective September 24, 2020, until the end of the school year 2021.

E. ADMINISTRATION

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To approve the updated Berks County Intermediate Unit Health and Safety Plan, effective January 22, 2021.

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT